



# **National Finance Center Customer Notification**

**Date of Notification: February 4, 2011**

**Subject: Treasury Designated Agent Codes  
Response Requested by March 31, 2011**

**Database/Customer(s) Affected: All**

**Dear Customer:**

The National Finance Center (NFC) is pleased to announce an initiative by the Payroll Certification and Disbursement Section (PCDS) to reduce or eliminate dormant Treasury Designated Agent (DA) Codes maintained in NFC's Table Management (TMGT) System and with Treasury.

DAs are employees or official position titles designated by Federal agencies to receive a bulk or grouping of net salary and cash award paper check payments for hand delivery to employees at their respective offices. Although there are 286 active DA records in TMGT Table 004, only two Federal agencies are presently still utilizing the DA process. PCDS' goal is to reduce or eliminate the present volume of DAs by seeking your approval to revoke dormant DA codes.

In January 1987, Treasury discontinued sorting and distributing paper checks to multiple DAs within the same organization. They established a limit of one designation per agency office location. In support, USDA issued a directive encouraging such employees to sign up for Direct Deposit, a much safer, reliable, and less expensive payment option, or have paper check payments mailed to their residence address. As a result of past initiatives, an acceleration by NFC of Direct Deposit salary payment dates from Thursday to Monday, and enactment of the Debt Collection Improvement Act of 1996, 98.75% of client salary payments are now issued via Direct Deposit.

By March 31, 2011, please review your DA codes and notify NFC via mailbox [PCDS@nfc.usda.gov](mailto:PCDS@nfc.usda.gov) of any reasons they must be maintained or provide us with your authorization to revoke them. In your reply, please include individual DA codes and your title and contact information in case we have any questions. No response will be interpreted as your approval and concurrence to revoke and remove dormant DA codes in TMGT and with Treasury. Also, we ask your assistance to convert your employees that presently receive paper checks via DA delivery to Direct Deposit or have their salary payments mailed to the employee's residence address.

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## **"Tip of the Week"**

Before an Annual Leave Lump Sum Payment can be disbursed, the separation T&A must be coded final and the appropriate personnel action processed. Should you have questions, please contact the Payroll/Personnel Help Desk at 1-800-981-3026 (Option 3 then Option 2).

For your convenience you may request a listing of your organization's DA codes by contacting Jeanne DiGange or Octave Livaudais at (504) 426-1089 or (504) 426-1093, respectively. We look forward to working with you on this initiative.

**Federal employees with questions concerning this notification should contact their Servicing Personnel Office.** Authorized agency representatives with questions concerning this notification should contact NFC's Client Management Branch at [Customer.Support@nfc.usda.gov](mailto:Customer.Support@nfc.usda.gov).

KJS/M6-11-041/057

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